

## Hinckley Township Trustee Work Session

### Minutes for February 27, 2018

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Present: Trustee Burns, Trustee Lutzko, Trustee Schulte, Fiscal Officer Catherwood, Fire Lieutenant Landis, Road Superintendent Newcomer, Zoning Inspector Wilson, and Ms. Peterlin

Excused absence: Chief Kalavsky

Other/Residents: S. Hengeli

Chairman Burns opened the work session at 5:32 pm and welcomed those in attendance. Reports were given in random order. Trustee Burns reminded department heads that they were excused once their report was given, although have the option to stay for the work session.

**Service:** Road Superintendent Darren Newcomer reported on the following:

- **January Monthly Report**
- **Request to amend resolution # \_\_\_\_\_ to purchase used Yale forklift from ESS-Equipment Sales and Service**
  - Original invoice / purchase price approved was \$7,500.00
  - Invoice received included an additional freight charge of \$100.00
  - Total cost of forklift with freight cost is \$7,600.00
  - All in agreement
- **Request for appropriations – emergency repair to the mini excavator electronic valve body circuit (hydraulics)**
  - Mr. Newcomer obtained quotes – work to be done by Medina Tractor Supply
  - Total cost of repair \$744.00
  - All in agreement
- **Request for appropriations through OTARMA safety grant (\$500.00)**
  - Purchase of forklift safety platform through Titan Manufacturing - \$329.99
  - Purchase of forklift Werner Upgear Aerial Kit and harness through Home Depot - \$76.98
  - Travel/Educational appropriations for forklift certification training through certifyme.net for three employees (Newcomer, Hamlett, Walenzik) - \$179.85
  - Total cost \$586.82 (Fiscal Officer Catherwood asked that each vendor and cost be listed and under one agenda item)
  - \$500.00 reimbursement through OTARMA grant
  - All in agreement
- **Request for appropriations – purchase of 5 skids of crack seal materials**
  - Shares the crack seal machine with two other townships
  - Has identified the needs – crack sealing on a scheduled basis will increase the longevity and stability of the concrete roads
  - Obtained quotes, and estimated cost through DJL Materials is \$5,000.00
  - Fiscal Officer Catherwood noted that there is enough in the budget for \$5,000.00 estimated cost
  - Trustee Lutzko asked if Mr. Newcomer had a list of streets that will be targeted and he responded yes, and will forward the list to her
  - All in agreement
- Trustee Schulte stated that he is working with Mr. Newcomer regarding the EPA requirements
  - He provided a brief history of the requirements noting that Mr. Kamps had been the individual previously responsible for Storm Water Management which entailed assessing the identified areas to collect samples (collection of fall out) and observe elicit discharge or potential discharge areas and providing the reports to the county
  - County provided a color-coded map of the areas that need to be reviewed – mainly consists of the urbanized areas like Brookside Estates, Wakefield Run, Canyon Creek
  - County holds the NPDES permit and compiles and distributes all reports
  - Sampling/assessment is to be completed by November 1, 2018

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- Trustee Burns commented on the upcoming KOBAK field drainage project – funding recently approved (approximately \$4,100.00)
  - Has been in contact with Senator Larry Obhof for grant opportunities through the State
  - Capital Budget Grant request has been proposed for improvements to KOBAK field (park) regarding the parking lot (leveling/grading), concrete landing pads and walkways for the handicap, drainage and catch basins, and adding soil enhancements - estimated expense of \$28,000.00
  - Mr. Obhof's assistant, Tom Hancock, said we were approved for \$13,000.00 through the State Capital Budget
  - Further discussion ensued regarding the condition of the driveway behind KOBAK facility (owned by Township). Topic will be revisited for future work session discussion
- Trustee Burns commented on NEO Landscape Management – Snow Plowing
  - Since contacting the company with concerns, service has improved and at this time happy with service
  - Trustee Burns noted that during the summer months, he will complete a financial analysis of outsourcing services vs utilizing our Service Department personnel
- Trustee Burns commented on Service Department property and facility
  - He recently toured the Service Department property and facilities
  - Found that the old Service Garage is very damp; circuit breaker box, heavy with condensation
  - Contacted an engineer to evaluate and provide recommendations how to remedy the issues (currently there is no heat/air in the building)
  - Fiscal Officer records are stored there, however, will be moved back to the Administration Office (There is a need to have a wall constructed to separate Fiscal Offices from access to old Fire Station bays and allow access to Administration building from old Fire Station bays)
  - Trustee Lutzko asked what else the building is used for and Mr. Newcomer responded that the seasonal equipment and machinery is stored in the building (rotating fall/winter equipment with spring/summer equipment). He added that there is a definite use for the building.

#### **Police:** Chief Kalavsky Excused Absence

- On behalf of Chief Kalavsky, Trustee Lutzko reported that there was no report to give.

#### **Fire:** Lieutenant Landis reported on the following:

- Trustee Lutzko commented that Trustees are in receipt of a resignation letter from Chief Morgan resignation effective February 28, 2018 and as well as a resignation letter from Fire Inspector, Erskine
  - She met with the four lieutenants to review departmental needs, coverage and protocol for bills, payroll, etc.
  - Trustee Lutzko spoke with Mel Morgan for updates on existing or outstanding contracts and Fiscal Officer Catherwood stated that we should have everything
  - Noted that there is the pending radio grant (Marc's radios)
  - Fiscal Officer Catherwood noted she is happy to pay bills, however, needs authorization first before paying – bills have discrepancies regarding costs for the radios – reviewed binder, fees have to be paid (\$75.00 per radio) – currently there is no resolution that authorizes payment. Fiscal Officer has a call into Ricky Miller. Trustee Lutzko asked Fiscal Officer Catherwood to make a few calls. Further discussion ensued regarding radio grant that had been facilitated by former Fire Chief Potts noting that there are requirements that have to be withheld for two years. DAS – State of Ohio was noted. There is question as to who should be paid – no paperwork to correlate.
  - Trustee Lutzko commented that Chief Kalavsky has the EAP Assist Now contract and that Fallsway billing has been taken care of
  - Fiscal Officer Catherwood asked Lt. Landis to forward paperwork for Zak Penko. Trustee Lutzko added confirming that background check has been conducted and waiting on required physical.

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- Trustee Lutzko commented on the Administrative Assistant and that candidates have been notified that interview process will be postponed. The general consensus was to wait until the new Fire Chief was in place so he/she can be part of the interview and hiring process. Lt. Landis stated that Heather Bell will be resigning, however, is willing to stay and help with transition. He added that Chief Morgan was well liked by the staff and that there is a good working relationship with the fire department staff. Day to day operations will continue with direct contact with Trustee Liaison to review and approve issues as needed – and when there are unforeseen issues that may arise. Trustee Lutzko thanked Lt. Landis for stepping up and his leadership role. Trustee Lutzko will attend the Tuesday night training to review the protocol during the transition phase of hiring a new chief.
- There was discussion regarding advertising/posting for the Fire Chief position. The plan will be to advertise in the Medina County Gazette, Akron Beacon Journal, Cleveland Plain Dealer and Post to include Hinckley Record if it meets deadlines by the end of March.
- There was discussion regarding Mel Morgan’s emails and who to forward them to and his Township phone – Trustee Lutzko will follow up with Suzanne to make sure emails are forwarded to proper channels. Lt. Landis will ask Mel Morgan to return phone to him.

#### **Zoning:** Zoning Inspector Wilson reported on the following:

- Mylar for lot split on Ridge Road (Gaffney property)
  - Approximately 43 acre parcel to be split into three parcels (34+ acres, 2.8 acres and 6.4 acres)
  - Property owner was recently granted a Variance request by the Board of Zoning Appeals to create three parcels with a shared driveway
  - All in agreement
- Update on citizens complaint
  - On going complaint – resident recently stopped in to file another complaint stating that property owner, Mr. Gaydos, allegedly is running a business from his residential R1 property
  - Mr. Wilson stated he is working with the prosecutor’s office and Mr. Richter will be preparing a letter to send to Mr. Gaydos. Mr. Wilson pointed out that with his recent visit to the property -there is evidence that shows that there is business activity which has been documented for the records
  - Mr. Wilson shared some dialogue he had with Mr. Richter regarding complaints stating that it is important that zoning violation complaints go through the Zoning Office/Zoning Inspector and that protocol outlined in the procedures be followed. Mr. Richter recommends that the Township follow proper channels, and if it goes to court, documentation should represent that proper procedures were followed.

#### **Schulte:** Trustee Schulte offered the following:

- Skyland Onsite Review was conducted by the Zoning Commission on February 25, 2018. Also present were developers Travis, Sumodi and Krause and George Smerigan, with Tacticle Planning and several Hinckley residents. The Zoning Commission will review modifications at their next meeting to be held on March 1, 2018.
  - George Smerigan will be submitting his next invoice and to date has used \$1,400.00 of the \$2,500.00 received from the developer. Trustee Schulte stated that Mr. Smerigan also reviewed and provided recommendations for changes to Chapter 6, Conservation Easement section. Fiscal Officer Catherwood commented that if Mr. Smerigan charged for this, that it should be separated out. Trustee Schulte will follow up.
- Discussion regarding the 60 Acre parcel for sale on Center Road
  - Trustee Schulte and Zoning Inspector Tom Wilson met with a developer and David Hart who has a contingency to purchase the land. A conceptual plan of 1 acre parcels was presented , and Zoning Inspector Wilson had advised that one acre parcels are not allowed according to the Zoning Regulations. Trustee Schulte stated they may go to the Zoning Commission with a PUD conceptual

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plan. Trustee Lutzko asked who the developer was, and Trustee Schulte responded David Terry. It was noted to keep the Assistant Prosecutor apprised early on should paperwork be submitted.

- Town Hall Rental on February 18, 2018
  - Trustee Schulte commented that on Monday, February 19, 2018, Ms. Peterlin found the gas oven left on from the event held the day prior. She called the Fire Department to assess the facility to assure there were no harmful gases, etc. The Fire Department inspected the facility and found it to be okay. Chief Morgan had asked Ms. Peterlin who usually locks up and if there was a checklist or protocol to check the facility. After discussion, a check list will be drafted for review. The Trustees will further discuss at the next Trustee meeting to determine if a the security deposit of \$50.00 will be refunded.

**Lutzko:** Trustee Lutzko offered the following:

- National Fitness Campaign – Trustee Lutzko is working with Lisa Wilson and is obtaining more information
- Discussion regarding how to handle calls made to the Town Hall

**Burns:** Trustee Burns offered the following:

- Attended the recent County Tax Abatement Meeting; representation by several Hinckley residents
  - Provided an update of the meeting noting that Aldi's was up for a tax abatement renewal. The Tax Abatement panel passed another 15 year tax abatement.
  - Further discussion ensued with Fiscal Officer Catherwood providing history of Aldi's; Aldi's expansion and what portions of Aldi's received the tax abatement, with the original portion of building tax abatement expiring; the language, pre 96 abatement and what the County had negotiated.
- Optional Product Improvement Program notices received from Ford Motor Company for several township vehicles. Trustee Burns passed the information on to Chief Kalavsky as notices were for the 2015 Police Interceptor utility vehicles.
- Vehicle License Tax – has paperwork in order; need to determine dates for meetings and posting
  - Proposing a \$5.00 fee for each registered vehicle
  - Money will be designated to the Road and Bridge fund
- Shared a thank you card received from the SPCA - \$600.00 donation from the Township

**Fiscal Officer:** Ms. Catherwood reported on the following:

- **Policy Draft for the Internal Control Policy** regarding the Drug Law Enforcement Fund (ORC 2925.03) to accept fines
  - The purpose of the policy establishes controls on the disposition of drug offense related fine moneys received from Medina County. Fiscal Officer Catherwood provided a brief explanation of the policy and that the fund is used for Hinckley Township Police Department's efforts pertaining to drug offenses or drug prevention. The Drug Law enforcement fund is about \$200.00 to \$400.00 per year. A fund line will be activated for deposit and tracking.
- Forfeiture Policy – to be written by Chief Kalavsky and/or may wait for the new Chief to write

**Administration:** Ms. Peterlin reported on the following:

- Supply Works and pricing. Ms. Peterlin suggested before ordering supplies from Supply Works to obtain some pricing from other vendors giving an example as follows: Contacted Supply Works representative who gave a cost of \$49.99 per case of paper where Quill had a discount/incentive at \$26.99. Lt. Landis stated that H. Bell orders supplies for the Fire Department and will pass the information on to her.
- Keypad lock on man door by Senior Room
  - Discussion of changing the code on a quarterly basis with the following to have the combination: Trustees, Zoning Inspector, Fire Department, Police Department, and Service.
  - Trustee Burns was able to find the instructions for changing the code and gave them to Ms. Peterlin. Ms. Peterlin will reprogram and provide the code accordingly.

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- Ms. Peterlin asked if it be necessary to place a lock on the door that leads into the bay area and after discussion, all were in agreement that it would be a good idea. Jim Withrow may have the actual key and Ms. Peterlin stated she would check the keys she was given when Fire Department moved to new facility.

**Cemetery:** Ms. Peterlin reported on the following:

- No report given

**Zoning:** Zoning Inspector Wilson reported on the following:

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  - Mr. Wilson shared some dialogue he had with Mr. Richter regarding complaints stating that it is important that zoning violation complaints go through the Zoning Office/Zoning Inspector and that protocol outlined in the procedures be followed. Mr. Richter recommends that the Township follow proper channels, and if it goes to court, documentation should represent that proper procedures were followed.

**Floor:** Resident Hajj Gaston of Wakefield Run was present to discuss his property and his desire to purchase some land from the common area to provide a better property line for a future deck. He had approached the Trustees in 2006 (Rhodes, Horton and Majewski) with a plan. Mr. Gaston stated that he has done his due diligence and has been working with his attorney by purchasing 1/5 of an acre of common land and with the Sisters of Charity. It has been over a decade and he wanted to revisit his plan to the new Board of Trustees. Trustee Lutzko asked if he had gone to the BZA and he stated that yes, he had, but was denied. She asked if he had gone to the Common Pleas Court to appeal and he stated no, he did not. Fiscal Officer Catherwood gave some historical detail regarding his original proposal. Mr. Gaston provided a plot plan of what parcels would be affected by his plan. Further discussion ensued. Trustee Schulte agreed to follow up with the Prosecutor's Office for further review on Mr. Gaston's proposal.

With no further business, the Board of Trustees adjourned the Trustees Work Session and adjourned at 7:15 p.m.